



Middle School Curriculum Coordinator Job Description

General Function:

- 1) Assist with the planning and facilitation of site-based and district professional development
- 2) Support district articulation and implementation efforts
- 3) Communicate to principal regarding secondary curriculum initiatives, content professional development and other meeting outcomes
- 4) Communicate with staff regarding curriculum coordinator meeting content either in written form via email, newsletter, etc. or fact-to-face via staff or department meetings, etc.
- 5) Be a second contact (after teacher) for parents regarding curriculum questions.
- 6) Effectively use and be able to support district core curriculum and supplementary materials.
- 7) Support the universal, diagnostic, and summative assessments/interventions at the building level.

District Functions:

By agreement with the director of curriculum and instruction, curriculum coordinators will assist with the planning and coordination of district content Wednesday professional development opportunities, engage in district curriculum alignment activities, and support districtwide curriculum training activities as needed. Curriculum Coordinators will attend designated P-12 Content Council meetings and participate in key decision making responsibilities.

Building Functions:

By agreement with the building principal, curriculum coordinators will assist with building level functions such as: lead/participate/facilitate committees and/or department meetings, direct operational logistics such as inventory and orders specific to content area, conduct necessary staff surveys, facilitate site-based professional development, and coordinate content related assessments.

Interaction with Various Project Teams/Committees:

Curriculum coordinators will interact with building committees and/or departments. For example, the math curriculum coordinator may lead the math department meetings and as well as serve on the school leadership team. Curriculum coordinators may be involved in school data teams, school improvement teams, and school problem-solving teams.

Parent & Family Nights:

Work with building principal to facilitate a parent and/or family night for your specific content area if directed.